

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

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William J. Pavão
Executive Director

**MEMBERS:**

Bill Lockyer, Chair
State Treasurer

Ana J. Matosantos, Director
Department of Finance

John Chiang,
State Controller

JOB OPPORTUNITY BULLETIN

Class: Staff Services Manager I (Specialist)
Tenure: Permanent
Time Base: Full-Time
Salary: \$5079 - \$6127

“Amended Final Filing Date”

Under the general direction of the Deputy Executive Director, (SSM III) the position functions as a working non-supervisory subject matter expert on federal and State Low Income Housing Tax credit matters, and makes recommendations for policy formulations and implementation on matters requiring Committee action. The Staff Services Manager I (Specialist) is responsible for being familiar with federal and state tax law, and developing and implementing policy and procedures used in the low income housing tax credits development unit in accordance with those federal and state laws. In addition, the specialist coordinates annual development of the Qualified Allocation Plan in conformance with federal and State law. Finally, the specialist coordinates and develops program regulations that conform to State administrative law, as it applies to the California Tax Credit Allocation Committee.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Evaluate trends and specific policy outcomes in the Tax Credit Allocation Committee programs. Research and analyze data to prepare written and oral reports on Low Income Housing Tax Credit industry trends, program performance metrics, and changes in federal tax laws, regulations, bulletins, and other tax guidance to the Executive Director and Committee; coordinate data collection and analysis for policy reports in response to state and federal legislative inquiries; monitor need for changes to the Qualified Allocation Plan. Coordinate regulation changes including regulation writing, conducting public hearings, and coordinating the Qualified Allocation Plan process. Analyze and suggest improvements to project cost containment and oversee implementation of new policies and procedures. Prepare the TCAC Annual Report for the legislature. Coordinate the annual federal tax report (Form 8610) and the required reporting to the Franchise Tax Board.
- Provide policy, program and expert technical advice to the Executive Director and the Development Unit on federal Internal Revenue Code Section 42 as they apply to State agencies. Act as a resource to analysts providing technical assistance to tax credit applicants; ensure the consistent application of financial feasibility policies set by federal and State law. Carry out special assignments for the Deputy Executive Director and the Executive Director, especially as they apply to federal and State tax law, and statistical analyses.
- Analyze federal and state laws, regulations and proposed changes for impact upon the Low Income Housing Tax Credit program. Assure program policies and procedures being applied in the Development Unit are in compliance with federal and State laws, the Tax Credit Allocation Committee Qualified Allocation Plan, and Committee regulations.
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- Monitor the need for changes to the 9% and 4% tax credit application. Assist with application reviews of a highly technical nature. Assists in the training of staff as needed; performs other related duties.

DESIRABLE QUALIFICATIONS:

- Demonstrated leadership skills.
- Knowledge of California housing development and real estate practices.
- Demonstrated ability to work at the executive level.
- Excellent interpersonal and communication skills.
- Ability to handle multiple projects.
- Computer skills, including an understanding of relational database systems and spreadsheet applications (Excel).

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment list eligibility as a Staff Services Manager I or are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e., list eligibility, SROA or surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "342-001-4800-004" next to the classification on your application/resume, i.e., Staff Services Manager I, CTCAC (342-001-4800-004).

FINAL FILING DATE:

Applications will be accepted **December 12, 2011**. Applicants will be screened and the most qualified will be interviewed.

SUBMIT APPLICATIONS TO:

Michelle Bell
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100